

JAMES M. BAKER
MAYOR



LOUIS L. REDDING - CITY/COUNTY BUILDING
800 FRENCH STREET
WILMINGTON, DELAWARE
19801 - 3537



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PURCHASING AGENT II

WE ARE AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

SALARY GRADE: "O" – \$37,753.35 per year - \$53,399.32 per year

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university including courses in Business Administration with five (5) years of professional purchasing/buyer experience or certification; or any equivalent combination of field experience and training, which provides the required knowledge, skills, and abilities.

REQUIREMENT(S): Must pass a criminal background investigation, pre-employment physical, and drug test.

NATURE OF WORK PERFORMED: Performs responsible and technical purchasing activities including the review and preparation of specifications, developing and managing vendor relationships, and conducting meetings with prospective vendors and trade groups. The work of this class involves research and evaluation of markets to facilitate all prospective large purchases of goods, services, and construction, makes recommendations, and negotiates terms and conditions that best serves the interest of the City of Wilmington. This employee reviews purchase requisitions, prepares and processes purchase orders, makes a determination of the best procurement method to be used. Although this work usually follows established policies and procedures, independent judgment in dealing with the daily purchasing methods must be used. Does related work as required. This employee is directly supervised by the Division Manager.

EXAMPLES OF WORK PERFORMED (Illustrative Only): Supervises and participates in the routine preparation, registering, and processing of purchase orders and the keeping of related records. Reviews and/or prepares specifications for large purchases. Coordinates contracts with vendors. Performs market research for purposes of determining best procurement method. Analyzes bids and makes recommendations for acceptance or rejection. Coordinates the evaluation of proposers in the RFP selection process. Schedules and manages the procurement of all annual contracts. Maintains files of vendors, prices, and specifications for recurring use. Reviews and processes all purchase requests. Conducts bid openings, evaluates bids, and makes recommendations for acceptance or rejection. Interviews vendors, company representatives, and department directors/representatives concerning the purchasing of supplies and equipment. Assist in the review of awarded contracts in administering and managing all vendor commitments for completeness and final acceptance. Performs all related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of business methods, markets, and purchasing practices. Thorough knowledge of the laws relating to public purchasing. High degree of tact and diplomacy in dealing with vendors and department heads. Ability to establish and maintain effective working relationships with other employees, vendors, and the general public. Moderate working knowledge of Microsoft Office, particularly Word, Excel, PowerPoint, Project, Access, or other workplace efficiency software.

OPEN COMPETITIVE

VACANCY: DEPARTMENT OF FINANCE (DIVISION OF PROCUREMENT AND RECORDS)

CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT

APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (5:00 P.M.): MARCH 3, 2009

APPLY: CITY OF WILMINGTON -- PERSONNEL DEPARTMENT

City/County Building, 800 French Street

Wilmington, Delaware 19801 - Telephone: (302) 576-2460

www.WilmingtonDE.gov